

# Creating Basic Reports



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# Introduction

## ***Purpose***

This Reference Manual focuses on introducing you to the basic report options available from the **CAIRS BASIC REPORTS** module. You will learn how to use edit boxes and operators to specify the subset of 5484.3 forms you want included in a report. At the end of each section are a tutorial and exercises that show the steps required to create each report and reinforce the concepts covered in this section.

## ***Objectives***

The Basic Reports section of the CAIRS reference manual covers the following topics:

- Accessing the **CAIRS BASIC REPORTS** module
- Effectively using each of the report options.
- Applying wildcard operators, logical operators, and range operator to select the set of data that will be included in your report.
- Creating reports based on specific scenarios.

## ***A Note Regarding Rates***

Many of the output reports included in the Basic Reports module include system-calculated rates. These rates are based on summary data that is periodically updated rather than on live data. As the CAIRS data is constantly being updated, the summary data may lag slightly behind the live data. This should not generally have a significant effect on the rates. However, if you manually calculate rates from counts obtained from other CAIRS options, you may see some variations.

## CAIRS Basic Reports

The **CAIRS BASIC REPORTS** module contains accident forms, exposure information, property damage descriptions, and performance indices. To access the **CAIRS BASIC REPORTS** module, click the **Basic Reports** link from the **CAIRS DATABASE MODULES** page. You will see the screen displayed in **Figure 1**.

**NOTE**

Although new property and vehicle damage information is no longer entered into CAIRS. However, legacy data is still available for retrieval using the Basic Reports.

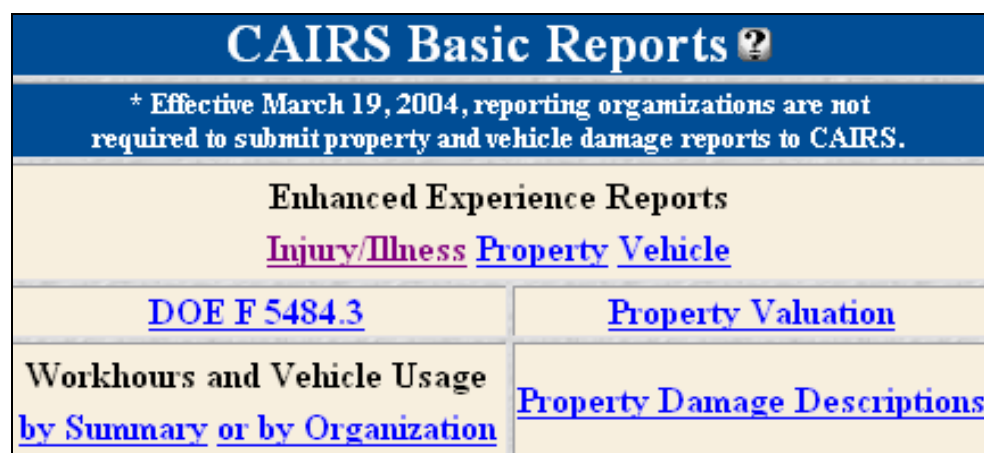



Figure 1: The CAIRS Basic Reports Module


### CAIRS Basic Reports On-Line Help

To access **CAIRS BASIC REPORTS** on-line help, click the **HELP** icon.  Your browser will open a new window containing the help information for the specific area in which you are presently working. When you are finished with the on-line help, close that browser window by selecting **Close** from the **FILE** menu. This will return you to CAIRS.

### DOE F 5484.3


The **DOE F 5484.3** hyperlink allows you to access specified U. S. Department of Energy Individual Accident/Incident Reports. When you click this link, you will see the report criteria screen displayed in **Figure 2**.

Figure 2: The DOE F 5484.3 Report Criteria Screen

From this screen, you may define which reports are included in the returned list of reports by specifying three parameters: organization, case number, and date. In addition, you may indicate whether you want to view the full 5484.3 report (the default), just the front, or just the back. To access **DOE F 5484.3** on-line help, click the **HELP** icon  next to the heading, **List DOE F 5484.3 Form**. The following paragraphs describe each component of the DOE F-5484.3 Report Criteria screen.

### Organization


You may specify one or more organizations by entering an organization code or range of organization codes in the **ORGANIZATION** edit box.

**NOTE**  If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

The **ORGANIZATION** edit box allows the use of a wildcard operator (%); logical operators *and*, *or*, and *not*; a range operator *between*; and the relational operators *<*, *>*, *<=*, *>=*, *=*, and *<>*. Examples of each type are included in the following table.

Example Entry	Explanation
050%	All organizations whose codes begin with 050 (Albuquerque Office, Service Subs, Transportation Division, and Central Training Academy).
0501001 and 0502209	Although <i>and</i> will not cause an error, it is illogical to use it in this instance since the same case cannot be reported in two organizations.
0501001 or 0502209	Either organization 0501001 or 0502209 (Albuquerque Office or the Central Training Academy).


Example Entry	Explanation
05% and not 0502209	All organizations starting with 05 except 0502209 (all Albuquerque except the Central Training Academy).
between 0540001 and 0544006	All organizations with codes between 0540001 and 0544006 (Los Alamos).
<= '0502209'	All organizations with codes less than or equal to 0502209.

**NOTE**  A detailed explanation of all CAIRS operators (logical, wildcard, range and relational operators) may be found in the **CAIRS ON-LINE HELP**.


**NOTE**  A listing of all reporting organizations within DOE may be accessed by clicking on the Help icon  next to the word, **Organization**.

## Case Number

For each reporting organization, CAIRS cases are numbered beginning with the four digits of the year and then consecutively beginning at 001 up to 999. Therefore, a valid case number may look like one of the following: 2005001, 2004025, or 2001089.

**NOTE**  In any given year, many reporting organizations will have identical case numbers. Any single case is fully specified by an organization code and a case number.

You may select a specific case by entering a case number in the **CASE NUMBER** edit box.

**NOTE**  If you leave the **CASE NUMBER** edit box blank, the default is *all cases*. The **CASE NUMBER** edit box allows the use of all operators as shown in the table below.

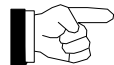
Example Entry	Explanation
2002%	All cases whose case number begins with 2002 (indicating the date of occurrence was during 2002).

Example Entry	Explanation
2001% and 2002%	Although <i>and</i> will not cause an error, it is illogical to use it in this instance because a single case number cannot begin with the year 2001 and the year 2002.
2001001 or 2001002	Cases numbered either 2001001 or 2001002.
2001% and not 2001010	All case numbers that begin with 2001 except 2001010.
between 2001001 and 2002001	All cases between 2001001 and 2002001.
> '1997001'	All cases with numbers greater than 1997001.

**Date (yyyymmdd)**

You may enter a date or a date range in the **DATE** edit box using the same wildcard characters and Boolean operators described above.

NOTE Examples of acceptable entries in the **DATE** edit box would include:



199%

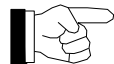
**1996% or 1997%**

## 199% and not 1995%

between 19940101 and 19940131

**>= '19970101'**

## NOTE



An example of an unacceptable entry in the **DATE** edit box would be **2001% and 2004%**, because a single accident cannot occur in two different years. No reports will be returned. If you leave the **DATE** edit box blank, the selection will default to the past twelve months.

## Detail

The **DETAIL** drop down menu allows you to specify the level of detail in which you are interested when viewing CAIRS reports. You may choose **Full report** (the default), **Front only**, or **Back only**.

## The TRANSLATE DATABASE CODES TO TEXT and DISPLAY DATABASE CODES Radio Buttons

Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view the Organization in text form. An example of the Organization in text form is **BWXT – AMRLO**.

Select **DISPLAY DATABASE CODES** to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**

## The Formatted Report, Unformatted Report, and Count Cases Command Buttons

Once the above selections are made, they are processed by clicking one of the command buttons found at the bottom: **FORMATTED REPORT**, **UNFORMATTED REPORT** or **COUNT CASES** command button. When the **FORMATTED REPORT** command button is clicked, a listing of 5484.3 forms that meet the specified criteria is generated and displayed in a formatted table (see **Figure 3**).

DOE F 5484.3 (front and back) ?				
Organization	Case ID	Accident Date	One-line Description	Date of Last Revision
DOE Headquarters	040924	10/07/2004	<a href="#">OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her ARM(S) resulting in 5 lost workdays.</a>	01/19/2005
DOE Headquarters	041004	10/07/2004	<a href="#">ELECTRICIAN experienced ELECTRIC SHOCK to his/her MULTIPLE BODY PARTS resulting in 1 lost workdays.</a>	01/19/2005
DOE Headquarters	041013	10/13/2004	<a href="#">OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her MULTIPLE BODY PARTS resulting in 0 lost workdays.</a>	01/19/2005
DOE Headquarters	040904	09/04/2004	<a href="#">MANAGER/ADMINISTRATOR experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her FOOT/FEET resulting in 0 lost workdays.</a>	01/19/2005
DOE Headquarters	040930	09/30/2004	<a href="#">OTHER PROFESSIONAL experienced INSECT STING to his/her WRIST(S) resulting in 0 lost workdays.</a>	01/19/2005
DOE Headquarters	090104	09/20/2004	<a href="#">OTHER PROFESSIONAL experienced FRACTURE to his/her FOOT/FEET resulting in 7 lost workdays.</a>	02/10/2005
DOE Headquarters	110504	11/05/2004	<a href="#">OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her MULTIPLE BODY PARTS resulting in 0 lost workdays.</a>	02/10/2005
DOE Headquarters	111704	11/17/2004	<a href="#">ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced OTHER SURFACE WOUNDS AND BRUISES to his/her SHOULDER(S) resulting in 2 lost workdays.</a>	02/10/2005
DOE Headquarters	CON-001	03/31/2005	<a href="#">ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced MULTIPLE DISEASES, CONDITIONS, AND DISORDERS to his/her MULTIPLE BODY PARTS resulting in 5 lost workdays.</a>	05/31/2005
DOE Headquarters	0411001	04/11/2005	<a href="#">ENGINEERING TECHNICIAN experienced LACERATION to his/her SCALP resulting in 0 lost workdays.</a>	05/31/2005
DOE Headquarters	0418003	04/18/2005	<a href="#">ELECTRICIAN experienced CONTUSIONS to his/her FOOT/FEET resulting in 10 lost workdays.</a>	05/31/2005
DOE Headquarters	0303001	03/03/2005	<a href="#">OTHER PROFESSIONAL experienced INJURY to his/her ANKLE(S) resulting in 2 lost workdays.</a>	06/16/2005

Figure 3: A listing of all 5484.3 Forms That Meet the Specified Criteria

When the **UNFORMATTED REPORT** command button is clicked, a listing of 5484.3 forms that meet the specified criteria is generated and displayed in plain text (see **Figure 4**).

DOE F 5484.3 (front and back) ?				
Organization	Case ID	Accident Date	Date of Last Revision	One-line Description
DOE Headquarters	<a href="#">040924</a>	10/07/2004	01/19/2005	<a href="#">OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her ARM(S) resulting in 5 lost workdays.</a>
DOE Headquarters	<a href="#">041004</a>	10/07/2004	01/19/2005	<a href="#">ELECTRICIAN experienced ELECTRIC SHOCK to his/her MULTIPLE BODY PARTS resulting in 1 lost workdays.</a>
DOE Headquarters	<a href="#">041013</a>	10/13/2004	01/19/2005	<a href="#">OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her MULTIPLE BODY PARTS resulting in 0 lost workdays.</a>
DOE Headquarters	<a href="#">040904</a>	09/04/2004	01/19/2005	<a href="#">MANAGER/ADMINISTRATOR experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her FOOT/FEET resulting in 0 lost workdays.</a>
DOE Headquarters	<a href="#">040930</a>	09/30/2004	01/19/2005	<a href="#">OTHER PROFESSIONAL experienced INSECT STING to his/her WRIST(S) resulting in 0 lost workdays.</a>
DOE Headquarters	<a href="#">090104</a>	09/20/2004	02/10/2005	<a href="#">OTHER PROFESSIONAL experienced FRACTURE to his/her FOOT/FEET resulting in 7 lost workdays.</a>
DOE Headquarters	<a href="#">110504</a>	11/05/2004	02/10/2005	<a href="#">OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her MULTIPLE BODY PARTS resulting in 0 lost workdays.</a>
DOE Headquarters	<a href="#">111704</a>	11/17/2004	02/10/2005	<a href="#">ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced OTHER SURFACE WOUNDS AND BRUISES to his/her SHOULDER(S) resulting in 2 lost workdays.</a>
DOE Headquarters	<a href="#">CON-001</a>	03/31/2005	05/31/2005	<a href="#">ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced MULTIPLE DISEASES, CONDITIONS, AND DISORDERS to his/her MULTIPLE BODY PARTS resulting in 5 lost workdays.</a>
DOE Headquarters	<a href="#">0411001</a>	04/11/2005	05/31/2005	<a href="#">ENGINEERING TECHNICIAN experienced LACERATION to his/her SCALP resulting in 0 lost workdays.</a>
DOE Headquarters	<a href="#">0418003</a>	04/18/2005	05/31/2005	<a href="#">ELECTRICIAN experienced CONTUSIONS to his/her FOOT/FEET resulting in 10 lost workdays.</a>
DOE Headquarters	<a href="#">0303001</a>	03/03/2005	06/16/2005	<a href="#">OTHER PROFESSIONAL experienced INJURY to his/her ANKLE(S) resulting in 2 lost workdays.</a>

Figure 4: A listing of all 5484.3 Forms that Meet the Specified Criteria, Unformatted



As you can see, the following information is displayed in **Figures 3 and 4**:

- Organization
- Case Number (Case ID)
- Date of occurrence (Accident Date)
- Date the report was last modified in CAIRS (Date of Last Revision)
- One-line Description

**NOTE** The one-line description is hyperlinked to the individual case records.



When the **COUNT CASES** command button is clicked, the system counts the number of cases selected. The screen is then recreated with the count displayed at the top of the selection area, as shown in **Figure 5**.

Figure 5: A Count of All 5484.3 Forms that Meet the Specified Criteria (in this Case, 12)

## Printing a Report

To print a report, simply choose **Print** from the **FILE** menu. You will see a **PRINT** dialogue box. Click the **ALL** radio button, and then click the **OK** command button. The entire report will then be output to your printer.



## Creating a DOE F 5484.3 Report

### TUTORIAL

1. Click the **DOE F 5484.3** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Enter desired information into the **ORGANIZATION**, **CASE NUMBER** and **DATE** edit boxes.
3. Indicate the level of detail in which you are interested by choosing **Full Report, Front Only**, or **Back Only** from the **DETAIL** drop down menu.
4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen. (Or, click on the **COUNT CASES** command button to display only the number of cases which meet the specified criteria.).

### Exercise


As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

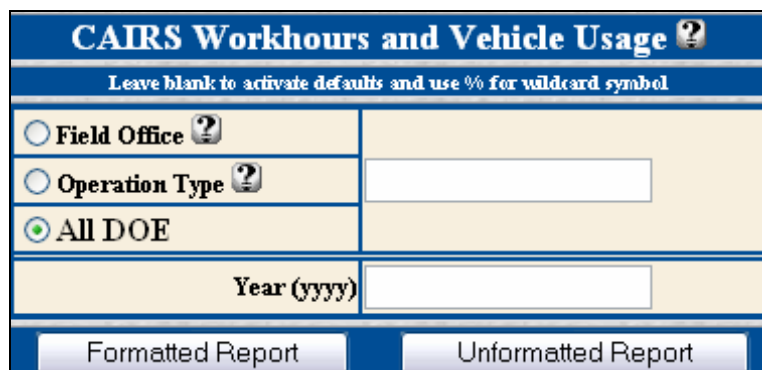
1. Create a **DOE F 5484.3** report that lists all 5484.3 forms for your organization where the occurrence date was during either 1995 or 1996.
2. How many 5484.3 reports were submitted by your organization where the date of occurrence was during July or August 1996?

## Work Hours & Vehicle Usage

Exposure information (i.e., work hours and vehicle usage) may be displayed either by *summary* (summarized by field office, operation type, or all DOE) or by *organization*.


### By Summary


When you click the Workhours and Vehicle Usage **by Summary** link, you will see the selection screen shown in **Figure 6**. To access on-line help, simply click the Help icon  next to the heading, **CAIRS Workhours and Vehicle Usage**.





**Figure 6: The Selection Screen for the CAIRS Workhours & Vehicle Usage by Summary Report**

From this screen you may specify how you want workhours and vehicle usage information summarized: by **FIELD OFFICE**, **OPERATION TYPE**, or **ALL DOE**. You may also specify a particular year or range of years to include in the report by utilizing the **DATE** edit box.

If you choose to summarize CAIRS workhours and vehicle usage information by Field Office, click the **FIELD OFFICE** radio button and enter a field office code or a range of codes in the edit box using the same operators described on page . A list of valid Field Office codes can be found in **Appendix A**. In addition, an on-line listing can be accessed by clicking on the Help icon  next to the words, **Field Office**.

**NOTE**  If you leave the **FIELD OFFICE** edit box blank, the selection will default to the field office for the reporting organization(s) under your jurisdiction.

If you choose to summarize CAIRS workhours and vehicle usage information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of type codes in the edit box using the same operators described on page . A list of valid Operation Type codes can be found in **Appendix A**. In addition, an on-line listing can be accessed by clicking on the Help icon  next to the words, **Operation Type**.

**NOTE**  If you leave the **OPERATION TYPE** edit box blank, you will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to summarize CAIRS workhours and vehicle usage information by All DOE (the default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or year range in the **DATE** edit box using the same operators described on page.

**NOTE** If you leave the **DATE** edit box blank, the selection will default to the current calendar year.



Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. For every year reflected in the report, both quarterly (Q1, Q2, Q3, Q4) and total year exposure information is displayed. See **Figure 7** which is a sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, summarized by field office (Albuquerque Operations) for 1995 and 1996.

CAIRS Workhours and Vehicle Usage ?										
Exposure Type	Q1		Q2		Q3		Q4		Total	
Total Work Hours	0	83,673,396	0	81,543,001	0	80,987,388	0	76,446,993	0	322,650,778
Aircraft - Fixed Wing	17	1,228	16	1,464	16	1,809	17	1,426	66	5,927
Aircraft - Rotary	14	1,144	15	1,100	19	1,256	17	1,087	65	4,587
Buses	232	1,579,702	192	1,442,803	188	1,259,127	197	986,188	202	5,267,820
Cars, Light Trucks, Vans & Motorcycles	20,906	28,906,104	21,107	33,909,317	19,365	31,068,988	18,510	25,787,910	19,972	119,672,319
Marine	60	3,756	83	3,708	84	2,104	86	2,322	313	11,890
Railroad	241	3,240	203	3,095	3	95	202	95	649	6,525
Trucks (1 ton and over)	2,778	3,139,548	2,576	3,522,023	2,677	3,234,760	2,708	2,949,908	2,685	12,846,239
End 1995	ALL DOE									
Total Work Hours	0	72,002,870	0	76,888,495	0	75,811,458	0	71,143,221	0	295,846,044
Aircraft - Fixed Wing	16	1,186	12	1,232	19	1,453	22	7,872	69	11,743
Aircraft - Rotary	18	1,891	11	1,181	13	1,094	13	1,066	55	5,232
Buses	215	1,356,779	195	1,296,615	210	1,235,153	197	1,139,427	204	5,027,974
Cars, Light Trucks, Vans & Motorcycles	17,199	25,889,180	15,923	24,028,927	15,452	24,822,064	15,420	20,953,594	15,999	95,693,765
Marine	36	933	81	2,215	93	2,189	39	868	249	6,205
Railroad	2	95	2	95	2	0	3	0	9	190
Trucks (1 ton and over)	2,638	6,512,081	2,220	3,223,201	2,180	2,746,716	2,040	1,845,293	2,270	14,327,291
End 1996	ALL DOE									

**Figure 7:** Sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, summarized by Field Office (Albuquerque Operations) for 1995 and 1996.

Under each quarter (Q1, Q2, etc.) are two columns. The first column is the total number of items shown in exposure type column (number of aircraft, number of buses, etc.). The second column indicates the total value of the exposure type in its normal unit of measure (hours or miles).

**NOTE** The Q1, Q2, Q3, Q4, and Total column headings are hyperlinked to reports that display the same information at the reporting organization level of detail.



### Creating a Workhours and Vehicle Usage by Summary Report

#### TUTORIAL


1. Click the **Workhours and Vehicle Usage by Summary** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Click the appropriate radio button to indicate how you want the information summarized: **FIELD OFFICE**, **OPERATION TYPE**, or **ALL DOE**.
3. If you select either the **FIELD OFFICE** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific field office(s) or operation type(s) you want to include in the summary report.
4. Use the **DATE** edit box to indicate the year(s) in which you are interested.
5. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.
6. Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view the Organization in text form. Select the **DISPLAY DATABASE CODES** radio button to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**

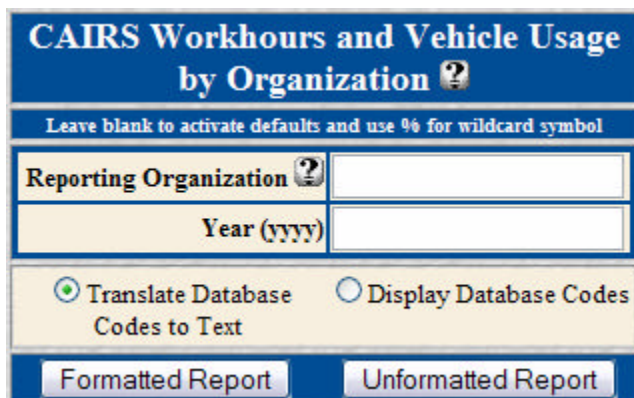
### Exercise 2

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.


1. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes All DOE for 1995 and 1996.
2. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes the **Research** Operation Type for 1994.


## By Organization

When you click the Workhours and Vehicle Usage **by Organization** link, you will see the selection screen displayed in **Figure 8**. To access on-line help, simply click the Help icon  next to the heading, **CAIRS Workhours and Vehicle Usage by Organization**.




**Figure 8:** The selection screen for the **CAIRS WORKHOURS & VEHICLE USAGE BY ORGANIZATION** report.

The **REPORTING ORGANIZATION** edit box is used to specify the reporting organization(s) in which you are interested. You may use all the operators described on page in the **REPORTING ORGANIZATION** edit box. A listing of reporting organizations may be accessed by clicking on the Help icon  next to the words, **Reporting Organization**.

**NOTE**  If you leave the **REPORTING ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

Indicate the year or years in which you are interested in the **DATE** edit box. You may enter a year or a year range using the same operators described on page .

**NOTE**  If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. A sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, for 1999 is displayed in **Figure 9**.



CAIRS Workhours and Vehicle Usage ?																
ORG	Year	Hours	AF		AR		BU		GC		MR		RR		TK	
			Conv	Hours	Conv	Hours	Conv	Miles	Conv	Miles	Conv	Hours	Conv	Hours	Conv	Miles
NNSA Service Center	1999	1,111,873							73	213,992						
Totals NNSA Service Center		1,111,873								213,992						
NNSA Off. Serv. Subs	1999	178,001							30	43,930					8	3,959
Totals NNSA Off. Serv. Subs		178,001								43,930						3,959
NNSA Off. Const Sub	1999	6,465														
Totals NNSA Off. Const Sub		6,465														
Albuquerque Trans.	1999	620,550							400	1,591,846					200	920,316
Totals Albuquerque Trans.		620,550								1,591,846						920,316
DOE Cntrl Trng Acad	1999	196,844							56	81,886						
Totals DOE Cntrl Trng Acad		196,844								81,886						
NNSA Amarillo	1999	155,756							62	20,657						

**Figure 9:** Sample CAIRS WORKHOURS AND VEHICLE USAGE report, by organization, for 1999.

Columns for the above report are explained below. A more detailed explanation may be found in **CAIRS ON-LINE HELP**.

ORG	The organization
Year	The year specified
Hours	Total workhours
AF	Aircraft - Fixed Wing
AR	Aircraft - Rotary
BU	Buses
GC	Government Cars, Light Trucks, Vans and Motorcycles
MR	Marine
PC	Private car driven by a government employee
RR	Railroad
TK	Trucks (1 ton and over)
Conv	Number of conveyances
Hours	Hours of operation
Miles	Miles driven



## TUTORIAL

**Creating a Workhours and Vehicle Usage by Organization Report**

1. Click the **Workhours and Vehicle Usage by Organization** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Use the **REPORTING ORGANIZATION** edit box to indicate the organization(s) in which you are interested.
3. Use the **DATE** edit box to indicate the year(s) in which you are interested.
4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.


**Exercise 3**

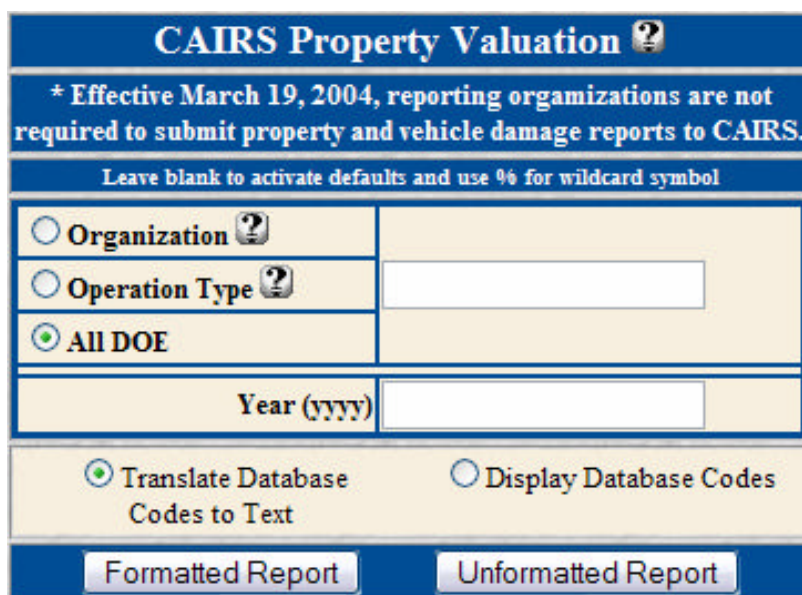
As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, that provides information for your organization for 1994 and 1996.




## Property Valuation


To view additional property valuation information by Organization, Operation Type, or All DOE, select the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module. You will see the selection screen shown in **Figure 10**. To access on-line help, simply click the Help icon  next to the heading, **CAIRS Property Valuation**.





The screenshot shows the 'CAIRS Property Valuation' selection screen. At the top, a blue header bar contains the title 'CAIRS Property Valuation' followed by a help icon. Below this, a yellow banner states: '\* Effective March 19, 2004, reporting organizations are not required to submit property and vehicle damage reports to CAIRS.' Underneath, a blue bar provides instructions: 'Leave blank to activate defaults and use % for wildcard symbol'. The main form area has a light yellow background and contains three radio buttons for selection: 'Organization' (unselected), 'Operation Type' (unselected), and 'All DOE' (selected). To the right of these buttons is a text input field. Below the radio buttons is a 'Year (yyyy)' label and another text input field. At the bottom of the form, there are two radio buttons: 'Translate Database Codes to Text' (selected) and 'Display Database Codes' (unselected). At the very bottom, there are two buttons: 'Formatted Report' and 'Unformatted Report'.

**Figure 10:** The **CAIRS PROPERTY VALUATION** selection screen.

If you choose to see property valuation information by Organization, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on page. An on-line listing of reporting organizations may be accessed by clicking on the Help icon  next to the word, **Organization**.

**NOTE**  If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.


If you choose to see property valuation information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of types codes in the edit box using the same operators described on page. A list of valid operation type codes may be found in **Appendix A**. In addition, an on-line listing can be accessed by clicking on the Help icon  next to the words, **Operation Type**.


**NOTE**  If you leave the **OPERATION TYPE** edit box blank, you will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to see property valuation information summarized by All DOE (the

default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or a year range in the **DATE** edit box using the same operators described on page.

**NOTE**  If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

**NOTE**  Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view the Organization in text form, as shown in **Figure 11**. Select the **DISPLAY DATABASE CODES** radio button to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. Sample **CAIRS PROPERTY VALUATION** reports are shown in **Figures 11, 12, and 13**.

Property Valuation ?		
Org	Year	Valuation
Albuq. Field Office	2001	\$41,981,000
Alb. Off. Serv. Subs	2001	\$0
Albuquerque Off. Sub	2001	\$0
Albuquerque Trans.	2001	\$147,740,000
Wackenhut Serv. -TSD	2001	\$0
DOE Cntrl Trng Acad	2001	\$12,089,000
Amarillo Area Office	2001	\$0
BWXT - Amrlo	2001	\$925,351,000
BWXT Subcontractors	2001	\$0
BWXT Security	2001	\$0
Kansas City Area Off	2001	\$0

**Figure 11:** Sample **CAIRS PROPERTY VALUATION** report  
By Organization for 2001

Property Valuation ?		
Org	Year	Valuation
NNSA Service Center	2001	\$41,981,000
NNSA Off. Serv. Subs	2001	\$0
NNSA Off. Const Sub	2001	\$0
Albuquerque Trans.	2001	\$147,740,000
Wackenhut Serv. -TSD	2001	\$0
DOE Cntrl Trng Acad	2001	\$12,089,000
NNSA Amarillo Office	2001	\$0
BWXT - Amrlo	2001	\$925,351,000
BWXT Subcontractors	2001	\$0
BWXT Security	2001	\$0
NNSA Nevada Site Off	2001	\$1,045,124,000
Bechtel Nv. - Amador	2001	\$5,826,000
Bechtel Nv Las Vegas	2001	\$145,983,000

**Figure 12:** Sample CAIRS PROPERTY VALUATION report by Organization for 2001

Property Valuation ?		
Operation Type	Year	Valuation
<b>Government</b>	<b>2001</b>	<b>\$9,573,687,000</b>
<b>SubTotal For OpType</b>		<b>\$9,573,687,000</b>
<b>Production</b>	<b>2001</b>	<b>\$30,436,798,000</b>
<b>SubTotal For OpType</b>		<b>\$30,436,798,000</b>
<b>Research</b>	<b>2001</b>	<b>\$28,329,443,000</b>
<b>SubTotal For OpType</b>		<b>\$28,329,443,000</b>
<b>Services</b>	<b>2001</b>	<b>\$13,202,563,000</b>
<b>SubTotal For OpType</b>		<b>\$13,202,563,000</b>
<b>Cost Plus Construction</b>	<b>2001</b>	<b>\$2,196,171,000</b>
<b>SubTotal For OpType</b>		<b>\$2,196,171,000</b>
<b>Lump Sum Construction</b>	<b>2001</b>	<b>\$0</b>
<b>SubTotal For OpType</b>		<b>\$0</b>
<b>Architectural/Engineering</b>	<b>2001</b>	<b>\$0</b>

**Figure 13:** Sample CAIRS PROPERTY VALUATION report by Operation Type for 2001



## TUTORIAL

**Creating a Property Valuation Report**

1. Click the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Click the appropriate radio button to indicate how you want the information displayed: **ORGANIZATION**, **OPERATION TYPE**, or **ALL DOE**.
3. If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.
4. Use the **DATE** edit box to indicate the year(s) in which you are interested.
5. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.


**Exercise 4**

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY VALUATION** report for the **Production** Operation Type for 1995.

## Experience Reports

### Injury/Illness Experience

When you click the **Injury/Illness** experience report link, you will see the screen displayed in **Figure 14**. To access on-line help, click the Help icon  next to the heading, **CAIRS Injury/Illness Experience**.

CAIRS Injury/Illness Experience ?		
Leave blank to activate defaults and use % for wildcard symbol		
<input checked="" type="radio"/> All DOE		
<input type="radio"/> Organization ?		
<input type="radio"/> Major Sites ?	<div>Ames Laboratory</div> <div>Argonne-East</div>	
<input type="radio"/> Program Office ?	<div>(RW) Civilian Radioactive Waste Management</div> <div>(EE) Energy Efficiency and Renewable Energy</div> <div>(EM) Environmental Management</div>	
Operation Type ?		
Year (YYYY)		
Quarter (Q)		
<input checked="" type="radio"/> Calendar Year	<input type="radio"/> Fiscal Year	
Display these columns ?		
	<input checked="" type="checkbox"/> 2. Hours	<input checked="" type="checkbox"/> 3. Total Recordable Cases
<input checked="" type="checkbox"/> 4. TRC Rate	<input checked="" type="checkbox"/> 5. *DART Case	<input checked="" type="checkbox"/> 6. *DART Case Rate
<input type="checkbox"/> 7. DAFWC	<input type="checkbox"/> 8. DAFWC Rate	<input type="checkbox"/> 9. Days away from work
<input type="checkbox"/> 10. Days on job transfer or restriction	<input checked="" type="checkbox"/> 11. *DART	<input checked="" type="checkbox"/> 12. *DART Rate
<input type="checkbox"/> 13. NFC	<input type="checkbox"/> 14. NFC Rate	<input type="checkbox"/> 15. Deaths
<input type="checkbox"/> 16. Death Rate	<input type="checkbox"/> 17. Permanent Transfer or Termination	
*DART = Days away from work + days of restricted work activity or job transfer		
Sort and Summary Options		
1. Field Office	2. Organization	3. Operation Type
4. Year Total	5. Quarter Total	6. Major Site
7. Program Office		
4.5		

**Figure 14:** The CAIRS INJURY/ILLNESS EXPERIENCE Report Criteria Screen

**Figure 14 (Continued):** The **CAIRS INJURY/ILLNESS EXPERIENCE** Report Criteria Screen


The following paragraphs describe the components of this screen.


### General Information


The first section of the Injury/Illness report criteria screen allows you to define which reports you want included in the returned list of reports. Radio buttons allow you to specify All DOE, Organization, Major Sites, or Program Office. You may also specify the Operation Type and the year or range of years for the report, along with the quarter (either calendar year or fiscal year quarters).


**All DOE:** To see injury/illness experience summarized for the entire Department of Energy, (the default), click the **ALL DOE** radio button.

**Organization:** To view injury/illness experience for a particular organization or range of organizations, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on Page 3.

A listing of reporting organizations may be accessed by clicking on the Help icon  next to the word, **Organization**. If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

**Major site:** To view injury/illness experience by Major Site, click the **MAJOR SITES** radio button and choose a major site from the selection box. A listing of DOE major sites may be obtained by clicking on the Help icon  next to the words, **Major Sites**.

**Program Office:** To view injury/illness experience by Program Office, click the **PROGRAM OFFICE** radio button and choose a Program Office from the selection box. A listing of DOE Program Offices may be obtained by clicking on the Help icon  next to the words **Program Office**.

**Operation Type:** To view injury/illness experience by Operation Type, enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in **Appendix A**. In addition, you can access an on-line listing by clicking on the Help icon  next to the words, **Operation Type**. If you leave the operation type edit box blank, the selection will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.




**Year:** To refine the report, you may indicate the year or years in which you are interested. Enter a year or a year range in the **YEAR** edit box using the same operators described on page.

If you leave the **YEAR** edit box blank, the selection will default to the current year.

**Quarter:** You may indicate the quarter or quarters in which you are interested and select, via radio buttons, whether you are interested in **CALENDAR YEAR** quarters or **FISCAL YEAR** quarters. Acceptable entries in the **QUARTER** edit box are **1, 2, 3, or 4**. Enter a quarter or quarter range in the **QUARTER** edit box using the same operators described on page. If you leave the **QUARTER** edit box blank, the selection will default to all quarters for the specified year.

### Display These Columns

The **DISPLAY THESE COLUMNS** section of the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen allows you to choose the columns you want included in your report. Columns that will be included are identified by check marks in the associated boxes. You may deselect an undesired item by clicking the item's check box to remove the check mark. Definitions for these items may be obtained from **CAIRS ON-LINE HELP**.

**NOTE**  By default, the report will display the following columns: Hours, Total Recordable Cases (TRC), TRC Rate, Days Away from Work and Days of Restricted Activity or Job Transfer (DART) Case, DART Case Rate, DART, and DART Rate.

### Sort and Summary

The **SORT AND SUMMARY OPTIONS** section of the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen allows you to indicate how you want your report summarized: by Field Office, Organization, Operation Type, Year Total, Quarter Total, Major Site, or Program Office.

To indicate how the report is to be sorted, enter the number of your selection into the edit box. For example, if you want your report summarized by Organization only, you would type **2** in the edit box. You may also specify multiple summary levels. Example: To summarize a report first by organization and then by Year Total, type **2,4** in the edit box.

Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view organization codes in text form.

Select **DISPLAY DATABASE CODES** to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**.

### Display Comparative Data

The **Display Comparative Data** section of the report allows you to display Bureau of Labor Statistics data for the private sector so you can compare your organization's performance against it. Please note that private sector data does not necessarily indicate good safety standards in the private sector

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS INJURY/ILLNESS EXPERIENCE** report is displayed in **Figure 15**. To create this report, the following items were chosen at the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen:


Organization: 050%  
 Year: 2001  
 Summary Options: 2 (Organization)

All other selection items were left at the default.

CAIRS Injury/Illness Experience (Calendar Year)?							
Data contained in this report are taken from summary tables. These tables are revised automatically each day at 12:00 a.m. to include all new and revised information added to the database during the prior day. Depending on the organizations selected and the date of the report, this report may not represent complete quarterly or annual reporting for the organization(s) selected.							
All DOE							
Organization	Hours	TRC	TRC Rate	DART Case	DART Case Rate	DART	DART Rate
0501001	370,688	3	1.6	2	1.1	31	16.7
0501004	243,690	3	2.5	3	2.5	175	143.6
0502009	571,943	21	7.3	13	4.5	404	141.3
0502019	236,194	0	0.0	0	0.0	0	0.0
0502209	133,158	1	1.5	1	1.5	71	106.6
0510001	102,712	1	1.9	0	0.0	0	0.0
0510006	5,808	1	34.4	1	34.4	26	895.3
0515002	NA	10	NA	1	NA	10	NA
0515004	8,039	0	0.0	0	0.0	0	0.0
0515006	91,268	0	0.0	0	0.0	0	0.0
0515009	826,463	6	1.5	1	0.2	3	0.7
0520001	158,846	0	0.0	0	0.0	0	0.0
0521101	81,220	0	0.0	0	0.0	0	0.0

**Figure 15:** Sample **CAIRS INJURY/ILLNESS EXPERIENCE** report

Once the report criteria are entered, you may generate the report in HTML, plain text, or Excel spreadsheet format.



### Creating a CAIRS Injury/Illness Experience Report

TUTORIAL

1. Click the **Injury/Illness** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Click the appropriate radio button to indicate which reports you want included in the returned list of reports: **ORGANIZATION**, **OPERATION TYPE**, or **ALL DOE**.
3. If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the



report.


4. Use the **YEAR** and **QUARTER** edit boxes to indicate the years and quarters
5. Click the column check boxes to place check marks to indicate the columns you want included in your report.
6. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE**, **ORGANIZATION**, **YEAR/QTR**, or a combination.
7. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

### Exercise 5

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS INJURY/ILLNESS EXPERIENCE** report for All DOE that includes calendar years 1994 through 1996 (all quarters). In addition to the columns that are displayed by default, include work days lost and work days lost restricted. Summarize your report by Operation Type.

## Property Damage Experience Report

When you click the **Property** experience report link, you will see the screen displayed in **Figure 17**. To access on-line help, simply click the Help icon  next to the heading, **CAIRS Property Damage Experience**.

### NOTE



Although new property damage information is no longer entered into CAIRS, legacy information is available for retrieval.

CAIRS Property Damage Experience ?	
* Effective March 19, 2004, reporting organizations are not required to submit property and vehicle damage reports to CAIRS.	
Leave blank to activate defaults and use % for wildcard symbol	
<input checked="" type="radio"/> All DOE	
<input type="radio"/> Organization ?	
<input type="radio"/> Major Sites ?	Ames Laboratory Argonne-East Argonne-West
Operation Type ?	
Property Damage Code ?	A1 - Building Fire A2 - Brush Fire A3 - Vehicle Fire
Year (YYYY)	
Quarter (Q)	
<input type="checkbox"/> Exclude all values below current threshold	
<input checked="" type="radio"/> Calendar Year	<input type="radio"/> Fiscal Year
Sort and Summary Options	
1. Field Office	2. Organization
4. Year Total	5. Quarter Total
3. Operation Type	
6. Major Site	
7. Property Damage Code	
4,5	
<input checked="" type="radio"/> Display Database Codes	<input type="radio"/> Translate Database Codes to Text
<input type="radio"/> Display both Codes and Text	
HTML Excel File	

**Figure 17: CAIRS PROPERTY DAMAGE EXPERIENCE** report criteria screen.


This screen is very similar to the **INJURY/ILLNESS EXPERIENCE** report criteria screen, except you will not be required to choose columns to include in your report. **Figure 18** shows the columns that are automatically included in the **CAIRS PROPERTY DAMAGE EXPERIENCE** report. The following paragraphs describe each section of the report:


## General Information


The first section of this selection screen allows you to specify which property damage records will be included in the report. Radio buttons allow you to specify All DOE, Organization, Major Site, or Program Office. You may also specify the operation type and year or range of years to be included in the report, along with the quarter (either calendar year or fiscal year quarters).

**All DOE:** To see injury/illness experience summarized for the entire Department of Energy, (the default), click the **ALL DOE** radio button.


**Organization:** To view injury/illness experience for a particular organization or range of organizations, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on Page 3.

A listing of reporting organizations may be accessed by clicking on the Help icon  next to the word, **Organization**. If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

**Major site:** To view injury/illness experience by Major Site, click the **MAJOR SITES** radio button and choose a major site from the selection box. A listing of DOE major sites may be obtained by clicking on the Help icon  next to the words, **Major Sites**.

**Program Office:** To view injury/illness experience by Program Office, click the **PROGRAM OFFICE** radio button and choose a Program Office from the selection box. A listing of DOE Program Offices may be obtained by clicking on the Help icon  next to the words **Program Office**.

**Operation Type:** To view injury/illness experience by Operation Type, enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in **Appendix A**.

In addition, you can access an on-line listing by clicking on the Help icon  next to the words, **Operation Type**. If you leave the operation type edit box blank, the selection will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

**Year:** To refine the report, you may indicate the year or years in which you are interested. Enter a year or a year range in the **YEAR** edit box using the same operators described on page.

If you leave the **YEAR** edit box blank, the selection will default to the current year.

**Quarter:** You may indicate the quarter or quarters in which you are interested and select, via radio buttons, whether you are interested in **CALENDAR YEAR** quarters or **FISCAL YEAR** quarters. Acceptable entries in the **QUARTER** edit box are **1, 2, 3, or 4**. Enter a quarter or quarter range in the **QUARTER** edit box using the same operators described on page. If you leave the **QUARTER** edit box blank, the selection will default to all quarters for the specified year.

## Sort and Summary Options

The **SORT AND SUMMARY OPTIONS** section of the **CAIRS PROPERTY DAMAGE EXPERIENCE** selection screen allows you to indicate how you want your report summarized: by Field Office, Organization, Operation Type, Year Total, Quarter Total, Major Site, or Property Damage Code. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report summarized. For example, if you want your report summarized by organization only, you would type **2** in the edit box. You may also specify multiple summary levels. Example: To summarize a report first by organization and then quarter, enter **2,4** in the edit box.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.


A sample **CAIRS PROPERTY DAMAGE EXPERIENCE** report is displayed in **Figure 18**. To create this report, the following items were chosen at the **CAIRS PROPERTY DAMAGE EXPERIENCE** selection screen:

All DOE

Year: Between 2000 and 2005

Quarter: 3

All other selection items were left at the default.

CAIRS Property Damage Experience (Calendar Year) 											
Data contained in this report are taken from summary tables. These tables are revised automatically each day at 12:00 a.m. to include all new and revised information added to the database during the prior day. Depending on the organizations selected and the date of the report, this report may not represent complete quarterly or annual reporting for the organization(s) selected.											
All DOE											
Operation Type: 1											
Year: Between 2000 and 2005											
Quarter: 3											
Calendar Year	Calendar Quarter	Fire Events	Government Fire Loss	Fire Loss Rate	Non-Fire Events	Government Non-Fire Loss	Non-Fire Loss Rate	Total Events	Total Government Loss	Total Loss Rate	Total Valuation (in \$1,000's)
2000	3	0	0	0.00	0	0	0.00	0	0	0.00	9,712,273
Total for 2000		0	0	0.00	0	0	0.00	0	0	0.00	
2001	3	0	0	0.00	0	0	0.00	0	0	0.00	9,573,687
Total for 2001		0	0	0.00	0	0	0.00	0	0	0.00	
2002	3	0	0	0.00	0	0	0.00	0	0	0.00	9,877,332
Total for 2002		0	0	0.00	0	0	0.00	0	0	0.00	
2003	3	0	0	0.00	0	0	0.00	0	0	0.00	41,981
Total for 2003		0	0	0.00	0	0	0.00	0	0	0.00	
2004	3	0	0	0.00	0	0	0.00	0	0	0.00	41,981
Total for 2004		0	0	0.00	0	0	0.00	0	0	0.00	
Total For Query		0	0	0.00	0	0	0.00	0	0	0.00	

**Figure 18:** Sample **CAIRS PROPERTY DAMAGE EXPERIENCE** report.



## Creating a CAIRS Property Damage Experience Report

### TUTORIAL


1. Click the **Property** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Complete any general information fields that will effectively indicate which reports you want included in the returned list of reports.
3. If you click a radio button with an edit box beside it, use the edit box to indicate the specific values you want included in the report.
4. Use the **YEAR** edit box to indicate the year(s) in which you are interested. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.
5. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE**, **ORGANIZATION**, **YEAR/QTR**, or a combination.
6. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

### Exercise 6

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY DAMAGE EXPERIENCE** report for All DOE for fiscal years 1994 through 1996. Summarize your report by Year.

## Vehicle Damage Experience Report

When you click the **Vehicle** experience report link, you will see the screen displayed in **Figure 19**. To access on-line help, simply click the Help icon  next to the heading, **CAIRS Vehicle Experience**.

### NOTE



Although new vehicle damage information is no longer entered into CAIRS, legacy information is available for retrieval.

CAIRS Vehicle Experience ?		
* Effective March 19, 2004, reporting organizations are not required to submit property and vehicle damage reports to CAIRS.		
Leave blank to activate defaults and use % for wildcard symbol		
<input checked="" type="radio"/> All DOE		
<input type="radio"/> Organization ?		
<input type="radio"/> Major Sites ?	Ames Laboratory Argonne-East Argonne-West Argonne-West	
Operation Type ?		
Year (YYYY)		
Quarter (Q)		
<input type="checkbox"/> Exclude all values below current threshold		
<input checked="" type="radio"/> Calendar Year	<input type="radio"/> Fiscal Year	
Sort and Summary Options		
1. Field Office	2. Contractor	3. Operation Type
4. Year Total	5. Quarter Total	6. Major Site
4,5		
<input checked="" type="radio"/> Display Database Codes <input type="radio"/> Translate Database Codes to Text <input type="radio"/> Display both Codes and Text		
<input type="button" value="HTML"/> <input type="button" value="Excel File"/>		

**Figure 19: CAIRS VEHICLE EXPERIENCE Report Criteria Screen**


The first section of the Vehicle Damage Experience report criteria screen is identical to the **CAIRS PROPERTY EXPERIENCE** selection screen, and the Sort and Summary Options section is the same with the exception of two fields. Please refer to the previous section for a description of how to select report criteria from this screen.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS VEHICLE EXPERIENCE** report is displayed in **Figure 20**. To create this report, the following items were chosen at the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen:

Organization: 0502%  
 Year: 2001  
 Summary Options: 2 (Contractor)

All other selection items were left at the default.

CAIRS Vehicle Experience (Calendar Year) 								
Data contained in this report are taken from summary tables. These tables are revised automatically each day at 12:00 a.m. to include all new and revised information added to the database during the prior day. Depending on the organizations selected and the date of the report, this report may not represent complete quarterly or annual reporting for the organization(s) selected.								
All DOE Year: 2001								
Organization	Conv	Occur	Miles	Accident Rate	Government Loss	Other Loss	Total Loss	Government Loss Rate
0501001	63	1	136,750	7.3	0	12,000	12,000	0.00
0501004	60	0	80,473	0.0	0	0	0	0.00
0501006	0	0	0	NA	0	0	0	NA
0502009	520	1	2,502,001	0.4	893	0	893	0.36
0502019	281	0	374,282	0.0	0	0	0	0.00
0502209	84	0	160,544	0.0	0	0	0	0.00
0510001	55	0	135,613	0.0	0	0	0	0.00
0515002	803	0	1,023,861	0.0	0	0	0	0.00
0515006	0	0	0	NA	0	0	0	NA
0515009	423	1	765,568	1.3	3,581	0	3,581	4.68
0520001	217	0	465,444	0.0	0	0	0	0.00
0521104	27	0	30,219	0.0	0	0	0	0.00
0521204	415	1	1,509,616	0.7	2,821	0	2,821	1.87
0521304	20	0	29,659	0.0	0	0	0	0.00
0521405	2,864	0	7,433,198	0.0	0	0	0	0.00
0521416	206	0	1,446,559	0.0	0	0	0	0.00

**Figure 20:** Sample CAIRS VEHICLE EXPERIENCE report.

Once the report criteria are entered, you may generate the report in HTML, plain text, or Excel spreadsheet format.



## Creating a CAIRS Vehicle Experience Report



### TUTORIAL

1. Click the **Vehicle** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Complete any general information fields that will effectively indicate which reports you want included in the returned list of reports.
3. If you click a radio button with an edit box beside it, use the edit box to indicate the specific organization(s) or operation type(s) you want included in the report.
4. Use the **YEAR** edit box to indicate the year or range of years to be included in the report. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.
5. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized.
6. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.


### Exercise 7

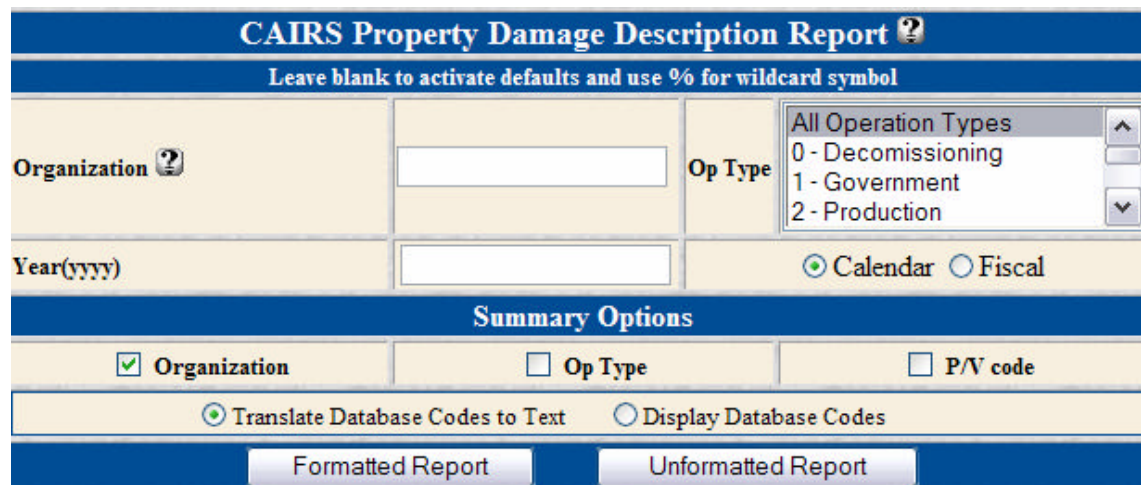
As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS VEHICLE EXPERIENCE** report for the Chicago Operations for calendar year 1995. Summarize your report by Organization.




## Property Damage Descriptions


When you click the [Property Damage Descriptions](#) hyperlink, you will see the screen displayed in **Figure 21**. To access on-line help, simply click the Help icon  next to the heading, **CAIRS Property Damage Description Report**.




**Figure 21: CAIRS PROPERTY DAMAGE DESCRIPTION** selection screens.

The **ORGANIZATION** edit box allows you to enter an organization or a range of organizations using the same operators described on page 3.

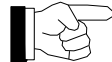
A listing of reporting organizations may be accessed by clicking on the Help icon  next to the word, **Organization**.

**NOTE**  If you leave the **ORGANIZATION** edit box blank, the selection will default to all organizations under your jurisdiction.

The **OP TYPE** selection box allows you to select **All Operation Types** (the default) or one or more specific operation types. To select more than one operation type, hold down the *Ctrl* key while selecting the operation types with the left mouse button.

**NOTE**  The Boolean logic operator applied between operation type selections is *OR* (e.g., Decommissioning *OR* Government *OR* Production).

You may indicate the year or years in which you are interested. Enter a year or year range in the **YEAR** edit box using the same operators described on page . Note that you have the option of selecting, via radio buttons, either the **CALENDAR** or **FISCAL** year.

**NOTE**  If you leave the **YEAR** edit box blank, the selection will default to all years.

The **SUMMARY OPTIONS** section of the **CAIRS PROPERTY DAMAGE DESCRIPTIONS** selection screen allows you to indicate how you want your report summarized: by organization, operation type (Op Type) or property vehicle (P/V) code. Use the associated check boxes to indicate how you want the report summarized. Multiple selections are allowed.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report is displayed in **Figure 22**. To create this report, the following items were chosen at the **CAIRS PROPERTY DAMAGE DESCRIPTION** selection screen:

Organization: 6509001  
 Year: 1998 or 1999  
 Op Type: All operation Types  
 Summary Options: Op Type

All other selection items were left at the default.

DOE Property Damage Description by Field Organization?					
Losses of \$1,000 or more					
Western Area Power Administration					
Org Code	Op Type	P/V Code	Accident Date	Dollar Loss	Accident Description
Western Area Power	Government	Linear Energy	06/21/1998	\$79,548	<a href="#">\$ 79548 Linear Energy damage to OTHER TOOLS, INSTRUMENTS, AND EQUIPMENT.</a>
Western Area Power	Government	Mechanical Breakdown	03/29/1999	\$15,000	<a href="#">\$ 15000 Mechanical Breakdown damage to CRANE(S).</a>
Western Area Power	Government	Transportation	08/12/1999	\$14,782	<a href="#">\$ 14782 Transportation damage to DUMP TRUCK(S).</a>
Total				\$109,330	
Maximum				\$79,548	
Average				\$36,443	
Minimum				\$14,782	
Number of Occurrences				3	
Field Office Summary:					
Field Office Total				\$109,330	
Maximum				\$79,548	
Average				\$36,443	
Minimum				\$14,782	
Number of Occurrences				3	

**Figure 22: Sample CAIRS PROPERTY DAMAGE DESCRIPTION REPORT**



## TUTORIAL

**Creating a CAIRS Property Damage Descriptions Report**

1. Click the **Property Damage Descriptions** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Use the applicable edit boxes to specify organization(s) and year(s), and select one or more Operation Types from the drop down menu. Also, click either **CALENDAR** or **FISCAL** year.
3. Click the appropriate check boxes to indicate how you want your report summarized.
4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

**Exercise 8**

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report for all Research operations for calendar year 1998. Summarize your report by P/V code.

## Exercise Solutions

### Exercise 1

1. Create a **DOE F 5484.3** report that lists all 5484.3 forms for your organization where the occurrence date was during either 1995 or 1996.
  - a. Click the **DOE F 5484.3** hyperlink from the **CAIRS BASIC REPORTS** module.
  - b. In the **ORGANIZATION** edit box, type your organization number
  - c. In the **DATE** edit box, type the following: **1995% or 1996%**.
  - d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.
2. How many 5484.3 reports were submitted by your organization where the date of occurrence was during July or August 1996?
  - a. In the **ORGANIZATION** edit box, type your organization number
  - b. In the **DATE** edit box, type the following: **between 19960701 and 19960831**.
  - c. Click the **COUNT CASES** command button. (The number of cases selected will be displayed.)

### Exercise 2

1. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes All DOE for 1995 and 1996.
  - a. Click the **Workhours and Vehicle Usage by Summary** hyperlink from the **CAIRS BASIC REPORTS** module.
  - b. Click the **ALL DOE** radio button.
  - c. In the **DATE** edit box, type the following: **1995 or 1996**.
  - d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.
2. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes the **Research** Operation Type for 1994.
  - a. Click the **Workhours and Vehicle Usage by Summary** hyperlink from the **CAIRS BASIC REPORTS** module.
  - b. Click the **OPERATION TYPE** radio button, and type **3** in the associated edit box.
  - c. In the **DATE** edit box, type **1994**.
  - e. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.

**Exercise 3**

Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, that provides information for your organization for 1994 and 1996.

- a. Click the **Workhours and Vehicle Usage by Organization** hyperlink from the **CAIRS BASIC REPORTS** module.
- b. In the **ORGANIZATION** edit box, type your organization number.
- c. In the **DATE** edit box, type the following: **1994 or 1996**.
- d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.

**Exercise 4**

Create a **CAIRS PROPERTY VALUATION** report for the **Production** Operation Type for 1995.

- a. Click the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module.
- b. Click the **OPERATION TYPE** radio button, and type **2** in the associated edit box.
- c. In the **DATE** edit box, type **1995**.
- d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.

**Exercise 5**

Create a **CAIRS INJURY/ILLNESS EXPERIENCE** report for All DOE that includes calendar years 1994 through 1996 (all quarters). In addition to the columns that are displayed by default, include work days lost and work days lost restricted. Summarize your report by Operation Type.

- a. Click the **Injury/Illness** hyperlink from the **CAIRS BASIC REPORTS** module.
- b. Click the **ALL DOE** radio button.
- c. In the **YEAR** edit box, type **Between 1994 and 1996**
- d. In the **DISPLAY THESE COLUMNS** section, click **WDL** and **WDLR** check boxes.
- e. In the **SUMMARY OPTIONS** section edit box, type **1**.
- f. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.

**Exercise 6**

Create a **CAIRS PROPERTY EXPERIENCE** report for the All DOE for fiscal years 1994 through 1996. Summarize your report by Year.

- a. Click the **Property** hyperlink from the **CAIRS BASIC REPORTS** module.
- b. Click the **ALL DOE** radio button.
- c. In the **YEAR** edit box, type **between 1994 and 1996**.
- d. Click the **FISCAL YEAR** radio button.
- e. In the **SUMMARY OPTIONS** section edit box, type **3**.
- g. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.

**Exercise 7**

Create a **CAIRS VEHICLE EXPERIENCE** report for the Chicago Operations for calendar year 1995. Summarize your report by Organization.

- a. Click the **Vehicle** hyperlink from the **CAIRS BASIC REPORTS** module.
- b. Click the **ORGANIZATION** radio button, and type **10%** in the associated edit box.
- c. In the **YEAR** edit box, type **1995**.
- d. Click the **CALENDAR YEAR** radio button.
- e. In the **SUMMARY OPTIONS** section edit box, type **2**.
- e. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.

**Exercise 8**

Create a **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report for all Research operations for calendar year 1995. Summarize your report by P/V code.

- a. Click the **Property Damage Descriptions** hyperlink from the **CAIRS BASIC REPORTS** module.
- b. In the **ORGANIZATION** edit box, type **%**.
- c. Select **Research** from the **OP TYPE** drop down menu.
- d. In the **YEAR** edit box, type **1995**.
- e. Click the **ORGANIZATION** check box to deselect it. Click the **P/V CODE** check box to select it.
- f. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT**) command button.